



ACCOUNTING OFFICER (SPECIALIST)

SPOT PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR	<p>Yolo County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Yolo County.</p> <p>Positions exist in Yolo County.</p>
FINAL FILING DATE	<p>September 17, 2009</p> <p>Applications (STD. 678, Rev. 12-06) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:</p> <p>California Highway Patrol Selection Standards and Examinations Unit P. O. Box 942898 Sacramento, CA 94298-0001</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 on the application. You will be contacted to make specific arrangements.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
QUALIFICATIONS APPRAISAL INTERVIEW	<p>It is anticipated that interviews will be held during October/November 2009.</p>
SALARY RANGE	<p>\$3841 - \$4670</p>
WHO SHOULD APPLY	<ol style="list-style-type: none">Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date, in order to participate in this examination; orMust be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; orMust be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; orMust be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I</p> <p>One year of experience in the California state service performing professional accounting or auditing duties of a classification with a level of responsibility not less than that of Accountant Trainee or Auditor I. <i>(Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a classification with a level of responsibility not less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)</i></p> <p>Or II</p> <p>Experience: One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). <i>(Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I [Specialist] or Accountant I [Supervisor] will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)</i> AND</p> <p>Education: Either</p> <ol style="list-style-type: none">Equivalent to graduation from college, with specialization in accounting. <i>(Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</i> orCompletion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law. orCompletion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law. <p><i>(Persons who will complete course work requirements outlined under 2 and 3 above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</i></p> <p>Or III</p> <p>Experience: Two years of increasingly responsible professional accounting or auditing experience. <i>(Experience in the California state service applied toward this requirement must include at least one year performing the duties of a classification at a level of responsibility not less than that of Accountant I.)</i> <i>(Experience in the California state service may be applied toward the total experience requirement on a proportional basis);</i> AND</p> <p>Education: Same as II stated above.</p>

NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed: Title, semester or quarter credits, name of institution, and completion date. Evidence of completion of required course work must be attached to the application at the time of filing (i.e., copy of transcript.) Applications received without this information will be rejected.

SPECIAL PERSONAL CHARACTERISTIC

Ability to qualify for a fidelity bond.

THE POSITION

Accounting Officer (Specialist) is the first journey person level. Incumbents, under general supervision from a Senior Accounting Officer or an Accounting Administrator, perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities, such as maintain accounting records for funds administered by the Department; prepare, review, and analyze financial reports, statements, accounts, and records; maintain the General Ledgers; reconcile the General Ledger to SCO; and review expenditures against allotments. Incumbents may exercise moderate control in the administration of established policies and procedures, and may have on-going contacts with program managers, control agencies, local governmental jurisdictions, federal government, vendors, and members of the public.

Incumbents in this classification have no supervisory responsibilities, but may serve as a lead for Accountant Trainees, accounting clerical, and semiprofessional personnel.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **Competitors who do not appear for the interview will be disqualified.**

Qualifications Appraisal Interview Only - Weighted 100%

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Accounting principles and procedures.
 - 2. Governmental accounting and budgeting.
 - 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
 - 4. Principles of business management, including office methods and procedures.
 - 5. Business law.
- B. Ability to:
 - 1. Apply accounting principles and procedures.
 - 2. Analyze data and draw sound conclusions.
 - 3. Analyze situations accurately and adopt an effective course of action.
 - 4. Prepare clear, complete, and concise reports.
 - 5. Establish and maintain cooperative relations with those contacted in the work.
 - 6. Communicate effectively.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, telephone (916) 375-2535, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 12-06) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Interview Location(s): It is anticipated that interviews will be scheduled in West Sacramento.

Competition is limited to employees who meet one of the criteria listed under "Who Should Apply." Under certain circumstances, other employees may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Interview Scope: In addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a competitor's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.